

Guidance for Moving to Work Sites on Removing Records from the Form 50058 Module and Initially Populating the MTW Module

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Instructions

This document is for MTW sites that will report to the Public and Indian Housing Information Center (PIC) MTW module. This document does not apply to MTW sites that will continue to report to the regular PIC Form 50058 module.

Records in the regular Form 50058 module for households that will be reported to the MTW module first must be removed from the Form 50058 module. MTW sites remove records from the Form 50058 module through the submission of End of Participation records. The MTW site can either request PIH to submit the End of Participation records through the Record Removal Process (RRP) or the MTW site can submit the End of Participation records itself.

The process to remove records and begin transmitting data to the MTW module involves two steps. This document describes the options/approaches MTW sites have for how to complete each step. MTW sites only need to complete Step 1 for their current MTW households with records in the regular Form 50058 module that they will be reporting on to the MTW module. Step 2 applies to all of the MTW site's current MTW households—the MTW households that have records in the Form 50058 module and the MTW households that do not have records in the Form 50058 module. Special purpose voucher households should not be removed from the Form 50058 module. MTW sites should continue reporting on these households to the Form 50058 module. Appendix A contains the template MTW sites will transmit to the MTW module. Appendix B provides guidance on reporting requirements for households exercising portability.

Step 1: Remove records from the Form 50058 module

MTW sites have four options for removing Form HUD-50058 records in the Form 50058 module for their MTW households:

- Option 1. Request PIH remove all records in Form 50058 database through the RRP
- Option 2. Request PIH remove select records in the Form 50058 database through the RRP by submitting a list of records to delete
- Option 3. Request PIH remove select records in Form 50058 database through the RRP by submitting a list of records to keep
- Option 4. PHA removes records in Form 50058 module through submission of Form HUD-50058 End of Participation records.

Step 2: Populate the MTW module

MTW sites have three approaches for how to populate the MTW module:

- Approach A. Create baseline record through the Record Transfer Process (RTP) and then submit current action type record
- Approach B. Generate own baseline record with historical data and then submit current action type record
- Approach C. Submit baseline record with current data. (No need to submit subsequent record at this time.)

MTW sites should review the four options to determine which one will work best given what records they currently have in the Form 50058 module and whether they want to remove old records in the Form 50058 themselves or with PIH's assistance through the RRP. MTW sites that choose to participate in the RRP (whether under Option 1, 2 or 3) and the RTP (Approach A) will also need to select Approach B or C to create baseline and current records for their MTW households that do not have records in the Form 50058 module.

PIH will coordinate with each MTW site to ensure that the proper records are removed from the Form 50058 module and transferred to the MTW module. If you need assistance with the RRP/RTP, or with initially populating the MTW module, please email **PIH_MTW_PIC-Reporting@hud.gov** or call Mrs. Jackie Woods-East at (202) 708-0614 x4301.

Option 1: Request PIH remove all records in Form 50058 database through the RRP

Step 1: Remove records from the Form 50058 module	Step 2: Populate the MTW module (three approaches)		
	Approach A: Create baseline record through the RTP and then submit current action type record	Approach B: Generate own baseline record with <u>historical</u> data and then submit current action type record	Approach C: Submit baseline record with <u>current</u> data. (No need to submit subsequent record at this time.)
<p>Submit request to PIH to remove <u>all</u> records in the Form 50058 module through the RRP.</p> <p><i>How PIH-IT populates the date fields*:</i> 2b=01/01/2006 2h= Not applicable. Line 2h is not transmitted in an End of Participation record.</p>	<p><u>Baseline record instructions:</u> Submit a list of SSNs to PIH to transfer from the Form 50058 module to the MTW module. PIH-IT will transfer each household's original baseline record in the Form 50058 module to the MTW module.</p> <p><i>How PIH-IT populates the date fields:</i> 2b= actual date (accessed from existing record in the Form 50058 module) 2h= actual date (accessed from existing record in the Form 50058 module)</p> <p><u>Current action type record instructions:</u> After PIH completes the RTP, transmit the current action type for the households to the MTW module with current data.</p> <p><i>How to complete the date fields:</i> 2b=current date 2h=actual date the household entered the program</p> <p><u>Deadline:</u> Complete submissions within 120 days after PIH-IT completes the RRP and RTP.</p>	<p><u>Baseline record instructions:</u> Transmit a baseline record (New Admission, Historical Adjustment or Portability Move-in**) with historical data for all MTW households that did not have a baseline record created through the RTP under Approach A, if applicable, including current MTW households that did not exist in the Form 50058 module.</p> <p><i>How to complete the date fields:</i> 2b=actual effective date of the historical data 2h=actual date the household entered the program</p> <p><u>Current action type record instructions:</u> After baseline record transmitted, transmit the current action type for all MTW households not addressed under Approach A, if applicable, to the MTW module with current data.</p> <p><i>How to complete the date fields:</i> 2b=current date 2h=actual date the household entered the program</p> <p><u>Deadline:</u> Complete submissions within 120 days after PIH-IT completes the RRP.</p>	<p><u>Baseline record instructions:</u> Transmits a baseline record (New Admission or Portability Move-in**) with current data for all current MTW households that did not have a baseline record created through the RTP under Approach A, if applicable, including current MTW households that do not exist in the Form 50058 module.</p> <p><i>How to complete the date fields:</i> 2b=current date 2h=actual date the household entered the program</p> <p><u>Current action type record instructions:</u> No subsequent record needed until the next action type occurs.</p> <p><u>Deadline:</u> Complete submissions within 120 days after PIH-IT completes the RRP.</p>

*From the Form HUD-50058, line 2b=Effective date of action and 2h=Date of admission to program.

**MTW site can only send a Portability Move-in record as a baseline if a Portability Move-out record exists for the household in the MTW or Form 50058 module.

Option 2: Request PIH remove select records in the Form 50058 database through the RRP by submitting a list of records to delete

Step 1: Remove records from the Form 50058 module	Step 2: Populate the MTW module (three approaches)		
	Approach A: Create baseline record through the RTP and then submit current action type record	Approach B: Generate own baseline record with <u>historical</u> data and then submit current action type record	Approach C: Submit baseline record with <u>current</u> data. (No need to submit subsequent record at this time.)
<p>Submit list to PIH of <u>select</u> records to <u>remove</u> in the Form 50058 module through the RRP.</p> <p><i>How PIH-IT populates the date fields*:</i> 2b= actual date household left program (for households no longer being served) and 01/01/2006 for current households. MTW site will provide this information to PIH-IT in an Excel spreadsheet. 2h= Not applicable. Line 2h is not transmitted in an End of Participation record.</p>	<p><u>Baseline record instructions:</u> Submit a list of SSNs to PIH to transfer from the Form 50058 module to the MTW module. PIH-IT will transfer each household's original baseline record in the Form 50058 module to the MTW module.</p> <p><i>How PIH-IT populates the date fields:</i> 2b= actual date (accessed from existing record in the Form 50058 module) 2h= actual date (accessed from existing record in the Form 50058 module)</p> <p><u>Current action type record instructions:</u> After PIH completes the RTP, transmit the current action type for the household to the MTW module with current data.</p> <p><i>How to complete the date fields:</i> 2b=current date 2h=actual date the household entered the program</p> <p><u>Deadline:</u> Complete submissions within 120 days after PIH-IT completes the RRP and RTP.</p>	<p><u>Baseline record instructions:</u> Transmit a baseline record (New Admission, Historical Adjustment or Portability Move-in**) with historical data for all MTW households that did not have a baseline record created through the RTP under Approach A, if applicable, including current MTW households that did not exist in the Form 50058 module.</p> <p><i>How to complete the date fields:</i> 2b=actual effective date of the historical data 2h=actual date the household entered the program</p> <p><u>Current action type record instructions:</u> After baseline record transmitted, transmit the current action type for all MTW households not addressed under Approach A, if applicable, to the MTW module with current data.</p> <p><i>How to complete the date fields:</i> 2b=current date 2h=actual date the household entered the program</p> <p><u>Deadline:</u> Complete submissions within 120 days after PIH-IT completes the RRP.</p>	<p><u>Baseline record instructions:</u> Transmits a baseline record (New Admission or Portability Move-in**) with current data for all current MTW households that did not have a baseline record created through the RTP under Approach A, if applicable, including current MTW households that do not exist in the Form 50058 module.</p> <p><i>How to complete the date fields:</i> 2b=current date 2h=actual date the household entered the program</p> <p><u>Current action type record instructions:</u> No subsequent record needed until the next action type occurs.</p> <p><u>Deadline:</u> Complete submissions within 120 days after PIH-IT completes the RRP.</p>

*From the Form HUD-50058, line 2b=Effective date of action and 2h=Date of admission to program.

**MTW site can only send a Portability Move-in record as a baseline if a Portability Move-out record exists for the household in the MTW or Form 50058 module.

Option 3: Request PIH remove select records in Form 50058 database through the RRP by submitting a list of records to keep

Step 1: Remove records from the Form 50058 module	Step 2: Populate the MTW module (three approaches)		
	Approach A: Create baseline record through the RTP and then submit current action type record	Approach B: Generate own baseline record with <u>historical</u> data and then submit current action type record	Approach C: Submit baseline record with <u>current</u> data. (No need to submit subsequent record at this time.)
<p>Submit list to PIH of <u>select</u> records to <u>keep</u> in the Form 50058 module; PIH-IT will use list to remove all other records in the Form 50058 module through the RRP.</p> <p>How PIH-IT populates the date fields*: 2b=01/01/2006 2h= Not applicable. Line 2h is not transmitted in an End of Participation record.</p>	<p><u>Baseline record instructions:</u> Submit a list of SSNs to PIH to transfer from the Form 50058 module to the MTW module. PIH-IT will transfer each household's original baseline record in the Form 50058 module to the MTW module.</p> <p>How PIH-IT populates the date fields: 2b= actual date (accessed from existing record in the Form 50058 module) 2h= actual date (accessed from existing record in the Form 50058 module)</p> <p><u>Current action type record instructions:</u> After PIH completes the RTP, transmit the current action type for the household to the MTW module with current data.</p> <p><u>How to complete the date fields:</u> 2b=current date 2h=actual date the household entered the program</p> <p><u>Deadline:</u> Complete submissions within 120 days after PIH-IT completes the RRP and RTP.</p>	<p><u>Baseline record instructions:</u> Transmit a baseline record (New Admission, Historical Adjustment or Portability Move-in**) with historical data for all MTW households that did not have a baseline record created through the RTP under Approach A, if applicable, including current MTW households that did not exist in the Form 50058 module.</p> <p><u>How to complete the date fields:</u> 2b=actual effective date of the historical data pulled from the MTW site's records 2h=actual date the household entered the program</p> <p><u>Current action type record instructions:</u> After baseline record transmitted, transmit the current action type for all MTW households not addressed under Approach A, if applicable, to the MTW module with current data.</p> <p><u>How to complete the date fields:</u> 2b=current date 2h=actual date the household entered the program</p> <p><u>Deadline:</u> Complete submissions within 120 days after PIH-IT completes the RRP.</p>	<p><u>Baseline record instructions:</u> Transmits a baseline record (New Admission or Portability Move-in**) with current data for all current MTW households that did not have a baseline record created through the RTP under Approach A, if applicable, including current MTW households that do not exist in the Form 50058 module.</p> <p><u>How to complete the date fields:</u> 2b=current date 2h=actual date the household entered the program</p> <p><u>Current action type record instructions:</u> No subsequent record needed until the next action type occurs.</p> <p><u>Deadline:</u> Complete submissions within 120 days after PIH-IT completes the RRP.</p>

*From the Form HUD-50058, line 2b=Effective date of action and 2h=Date of admission to program.

**MTW site can only send a Portability Move-in record as a baseline if a Portability Move-out record exists for the household in the MTW or Form 50058 module.

Option 4: PHA removes records in Form 50058 module through submission of Form HUD-50058 End of Participation records

Step 1: Remove records from the Form 50058 module	Step 2: Populate the MTW module (three approaches)		
	Approach A: Create baseline record through the RTP and then submit current action type record	Approach B: Generate own baseline record with <u>historical</u> data and then submit current action type record	Approach C: Submit baseline record with <u>current</u> data. (No need to submit current action type at this time.)
<p>Submit an End of Participation record through own software or through the PIC on-line End of Participation functionality.</p> <p><i>How to populate the date fields*:</i> 2b=01/01/2006 (Note: PIC will auto-populate this field for on-line EOP records.) 2h= Not applicable. Line 2h is not transmitted in an End of Participation record.</p>	N/A	<p><u>Baseline record instructions:</u> Transmit a baseline record (New Admission, Historical Adjustment or Portability Move-in**) with historical data for all MTW households, including current MTW households that did not exist in the Form 50058 module.</p> <p><i>How to complete the date fields:</i> 2b=actual effective date of the historical data 2h=actual date the household entered the program</p> <p><u>Current action type record instructions:</u> After baseline record transmitted, transmit the current action type for all MTW households to the MTW module with current data.</p> <p><i>How to complete the date fields:</i> 2b=current date 2h=actual date the household entered the program</p> <p><u>Deadline:</u> Complete submissions within 120 days after the date of the March 2006 PIC release.</p>	<p><u>Baseline record instructions:</u> Transmits a baseline record (New Admission or Portability Move-in**) with current data for all current MTW households, including current MTW households that did not exist in the Form 50058 module.</p> <p><i>How to complete the date fields:</i> 2b=current date 2h=actual date the household entered the program</p> <p><u>Current action type record instructions:</u> No subsequent record needed until the next action type occurs.</p> <p><u>Deadline:</u> Complete submissions within 120 days after the date of the March 2006 PIC release.</p>

*From the Form HUD-50058, line 2b=Effective date of action and 2h=Date of admission to program.

**MTW site can only send a Portability Move-in record as a baseline if a Portability Move-out record exists for the household in the MTW or Form 50058 module.

Appendix A: MTW Template

See the “Appendix A - MTW Template” file.

Appendix B: Guidance on Reporting Requirements for Households Exercising Portability

Portability Move-out Households

The following table provides instructions on when and how MTW sites should report on households that ported from their site.

Scenario	Reporting Requirements
MTW site never submitted <u>any</u> record to the regular Form 50058 module on the household that ported from its site.	No action is required. Do not submit any record to the regular Form 50058 module <u>or</u> the MTW module on this household.
MTW site previously submitted records on the household to the regular Form 50058 module (this can include records reported before it became an MTW site or before it implemented an alternative rent structure) <u>but</u> never submitted a Portability Move-out record for the household that ported from its site.	<p>Determine if the household has a record in the regular Form 50058 database through the Ad Hoc function, HA Query Report or Viewer submodule (all available through the regular Form 50058 module). If a record exists in the regular Form 50058 module, either:</p> <ol style="list-style-type: none"> 1. Submit a Portability Move-out record to the regular Form 50058 module; or 2. Follow Steps 1 and 2 (Approach A, B or C) of this document to remove the household from the regular Form 50058 module and transmit the household to the MTW module. <p>If the MTW site does not find a record for the household in the regular Form 50058 database, then no action is required. Do not submit any record to the regular Form 50058 module <u>or</u> the MTW module on this household.</p>
MTW site previously submitted a Portability Move-out record to the regular Form 50058 module for the household that ported from its site.	No action is required. Do not submit any record to the regular Form 50058 module <u>or</u> the MTW module on this household.

Portability Move-in Households

The following table provides instructions on how the MTW sites should report on households that ported into their site.

Scenario	Reporting Requirements
MTW site previously submitted a Portability Move-in record for the household in the regular Form 50058 module for the household that ported into its site.	Follow Steps 1 and 2 (Approach A, B or C) of this document to remove the household from the regular Form 50058 module and transmit the household to the MTW module.
MTW site never submitted a Portability Move-in record to the regular Form 50058 module for the household that ported into its site.	Follow Step 2 (Approach B or C) of this document to transmit the household to the MTW module.